PENFIELD TOWN BOARD ORGANIZATIONAL MEETING AGENDA

Wednesday, January 4, 2012   7:30 PM

Supervisor R. Anthony LaFountain, presiding

I Call to Order – Pledge of Allegiance – Roll Call

II Communications and Announcements

III Public Participation

IV Additions and Deletions to Agenda

V Approval of Minutes – December 7, 2011

VI Petitions

VII Resolutions by Function

Law and Finance

12T-001 Adoption of Town Board Rules of Procedure for 2012
12T-002 Adoption of Wage and Salary Schedule and Appointment of Officials and Employees for 2012
12T-003 Bonding of Town Officials and Employees
12T-004 Naming of a Labor Relations Consultant to the Town of Penfield
12T-005 Authorization for the Town Comptroller to Attend the Annual Meeting and the Board of Governors Meeting
12T-006 Banking Arrangements for the Town of Penfield for 2012
12T-007 Appointment to Zoning Board of Appeals
12T-008 Appointment of Chair – Zoning Board of Appeals
12T-009 Appointments to the Planning Board
12T-010 Appointment of Chair to the Planning Board
12T-011 Town Membership in Various Organizations in 2012
12T-012 Designation of Official Newspaper for 2012
12T-013 Setting Rate for Reimbursement of Mileage
12T-014 Filing Annual Financial Report
12T-015 Appointments to Ethics Board
12T-016 Authorization for Contract with Counsel to Town Attorney
12T-017 Continuation of Petty Cash Funds
12T-018 Setting 2012 Salary for Chairs and Members of the Planning, Zoning, Conservation and Historic Preservation Boards
12T-019 Employee Handbook Revisions
12T-020  Monthly Reports to Town Board
12T-021  Appointment of Deputy Receiver of Taxes
12T-022  Setting Regular Employee Holidays for 2012
12T-023  Setting Labor/Operative Holidays for 2012

Public Works

12T-024  Naming of Landscape Consultant to the Town of Penfield
12T-025  Naming of Architectural Consultant to the Town of Penfield
12T-026  Naming of a Planning Consultant to the Town of Penfield
12T-027  Setting Sewer Entrance Fees for 2012
12T-028  Sewer Rental and Debt Service Rates for 2012
12T-029  Appointments to Energy & Environmental Advisory Committee
12T-030  Appointments to the Watershed Management Committee
12T-031  Appointments to Conservation Board
12T-032  Appointment of Chair – Conservation Board
12T-033  Appointment to Historic Preservation Board
12T-034  Appointment of Chair to Historic Preservation Board

Public Safety

12T-035  Appointments to the Transportation Committee
12T-036  Authorization for Temporary Assignment of Judges
12T-037  Court Enforcement Officer Appointments
12T-038  Authorization to Sign Contracts with Court Stenographer
12T-039  Appointment of Town Veterinarian
12T-040  Authorization for Supervisor to Sign Penfield Community Television Contract
12T-041  Appointment of Chairperson to the Community TV Advisory Board
12T-042  Advertise for Bids to Maintain, Clean-Up and Secure Properties as required under Article IV-4-28 and Article XII-12-21 of Chapter 29 of the Town Code

Community Services

12T-043  Appointments to the Library Board
12T-044  Contract with Penfield Symphony Orchestra for Concert Services
12T-045  Appointment of Local History Room Advisory Committee
12T-046  Authorization for Supervisor to Sign Contract for Daytons Corners School Coordinator

VIII  Old Business
IX  New Business
X  Public Participation
XI  Adjournment
Penfield Town Board, January 4, 2012

A duly called Special Organizational Meeting of the Penfield Town Board
was held on Wednesday, January 4, 2012 at 7:30 PM at the Penfield Town
Hall, 3100 Atlantic Avenue, Penfield, New York.

Present: R. Anthony LaFountain Supervisor
          Linda Kohl Councilwoman
          Paula Metzler Councilwoman
          Andrew Moore Councilman
          Robert Quinn Councilman

Also Present: Lisa Grosser Deputy Town Clerk
              Richard Horwitz Town Attorney
              Robert Beedon Town Comptroller
              Geoff Benway Town Engineer
              Rose Iascone Personnel Director
              Margaret Revelle Receiver of Taxes
              Kristine Shaw Office Clerk III

Absent: Amy Steklof Town Clerk

Supervisor LaFountain called the meeting to order – The Pledge of
Allegiance.

Communications and Announcements

1. Supervisor LaFountain made the following appointments and
   assignments:

   **One Year Term:**
   - Deputy Town Supervisor: Andrew Moore
   - Confidential Secretary: Anna Knapton
   - Town Historian: Kathy Kanauer

   **Two Year Term:**
   - Town Attorney: Richard Horwitz
   - Tax Receiver: Margaret Revelle

   The following Town Board Committees will be established at the
   Organizational meeting with the Chairperson as indicated:

   - Community Services: Linda Kohl
   - Law & Finance: Andrew Moore
   - Public Safety: Rob Quinn
   - Public Works: Paula Metzler

   The following Town Board Liaison to other Boards and
   organizations are effective for 2012:

   - Ambulance (Penfield Vol.): Rob Quinn
   - Board of Assessment Review: Tony LaFountain
   - Community TV Advisory Board: Rob Quinn
   - Conservation Board: Paula Metzler
   - Fire Districts: LaFountain/Quinn
   - Friends of Dayton Corners School House: Linda Kohl
   - Health & Wellness Committee: Tony LaFountain
   - Heritage Association: Rob Quinn
   - Historic Preservation Board: Paula Metzler

   **Homeowner Associations: (registered with the town)**
   - Allen’s Creek/Corbitt’s Glen: Town Board
   - East Penfield Homeowners Association: Town Board
   - Library Board: Linda Kohl
   - Local History Room Advisory Board: Linda Kohl
   - Monroe County Sheriff: LaFountain/Quinn
   - New York State Police: LaFountain/Quinn
   - Parks & Recreation Advisory Board: Tony LaFountain
   - Penfield Business Association: Tony LaFountain

   (Communications and Announcements – Continued)

   - Penfield Chamber of Commerce: Tony LaFountain
   - Penfield Little League: Andrew Moore
   - Penfield Symphony Orchestra: Linda Kohl
2. Supervisor LaFountain read the following appointments for personnel in the Town Clerk’s office for 2012:

Mrs. Lisa Grosser  
Deputy Town Clerk/Secretary  
11 Bella Dr.

Mrs. Kristine Shaw  
Clerk III with Typing  
1302 Penfield Center Road

3. Supervisor LaFountain read the following appointments for personnel in the Tax Receiver’s office for 2012:

M & T Bank  
Deputy Receiver of Taxes  
255 East Ave., 3rd Floor

Mrs. Georgeen Madonna  
Clerk III  
79 Ashbrook Circle

4. Councilman Quinn reminded everyone that the Winter Driving/Safety Tips are available on the Town website at www.penfield.org under “Quick Links.”

5. The Penfield Trails Committee will be sponsoring a Free Public Hike on Saturday, January 14, 2012 from 10:00 AM to Noon at Ellison Park (North side of Blossom Road). Please pre-register at 340-8655.

6. Town Offices will be closed on Monday, January 16, 2012 in observance of Martin Luther King, Jr. Day.

7. The “State of the Town” address will be held on Tuesday, February 7, 2012 at 7:00 PM in the Town Hall Auditorium. More details will follow in the coming weeks.

8. The Town is providing Christmas Tree Recycling at the Highway Department, 1607 Jackson Road. For your convenience, trees may be dropped off any day at any time through February 2, 2012.

9. Councilwoman Kohl’s next Community Chat will be held on Saturday, January 7, 2012 from 9:00 to 10:30 AM at Tim Horton’s, 1786 Empire Boulevard.

10. The Penfield Heritage Association and Local History Room’s: Civil War Lecture Series Part I (Why the South Lost the War and Why the North Won) will be held on Sunday, January 15, 2012 from 2:30 to 4:30 PM at the Penfield Library’s Ruth Braman Room. Please register by calling 340-8720.

Public Participation

Dan Quatro, 637 Contempi Way, 15th District Monroe County Legislator stated that the County Legislature had their organizational meeting last night, he thanked Supervisor LaFountain and Councilman Quinn for attending. He congratulated those elected officials that were sworn in this evening. He is looking forward to working with the Town of Penfield this year.

(Public Participation – Continued)

Debbie Drawe, 5 Cobblestone Crossing, 9th District Monroe County Legislator reiterated County Legislator Quatro’s comments. She stated that the Wellness Committee had been mentioned in a recent Supervisor’s Column of the Penfield Post. She recently hiked on the Honey Creek
Trail in the heart of Penfield and thanked the Trails Committee, Ed Lindskoog and all the volunteers that have made the Penfield Trails so wonderful. She encourages Supervisor LaFountain and all area residents to get out and enjoy our trails.

Additions and Deletions to Agenda - None

Approval of Minutes

Councilwoman Kohl moved to approve the Minutes of December 7, 2011, Councilman Quinn seconded and all voted "Aye."

Petitions - None

Resolutions by Function

Law and Finance

#12T-001 Adoption of Town Board Rules of Procedure for 2012 by Moore

WHEREAS, pursuant to New York State Law, the Town Board has the ability to establish Rules of Procedure for their meetings;

NOW, BE IT RESOLVED, that the Rules of Procedure annexed hereto are hereby adopted, and

BE IT FURTHER RESOLVED, that a copy of the Rules of Procedure be available to the public on request from the Town Clerk, and that the Town Clerk will have available prior to each Town Board meeting a copy of the Rules of Procedure for review and inspection.

Moved: Moore
Seconded: Kohl

Vote: Kohl Aye LaFountain Aye
      Metzler Aye Moore Aye
      Quinn Aye

Adopted

#12T-002 Adoption of Wage and Salary Schedule and Appointment of Officials and Employees for 2012 by Moore

BE IT RESOLVED, that the Town Board hereby adopts the Wage and Salary Schedules effective January 1, 2012. A listing of all Town Board approved positions for 2012, appointed officials, employees and their salaries is available in Personnel office.

Moved: Moore
Seconded: Kohl

Vote: Kohl Aye LaFountain Aye
      Metzler Aye Moore Aye
      Quinn Aye

Adopted

See Attachment at End of Minutes

#12T-003 Bonding of Town Officials and Employees by Moore

BE IT RESOLVED, that the following be bonded as to form, amount and sufficiency as to the surety for the year 2012.

Supervisor $500,000
Penfield Town Board, January 4, 2012

Deputy Supervisor $500,000
Receiver of Taxes and Deputy Receiver of Taxes $500,000
Town Comptroller $500,000
Town Clerk and Deputy Town Clerk $100,000
All other Town employees and officials $100,000
Blanket coverage per claim $400,000

AND, BE IT FURTHER RESOLVED, that the Supervisor is authorized and directed to insure that this coverage is in force with the carrier currently engaged by the Town.

Moved: Moore
Seconded: Kohl

Moved: Moore
Seconded: Kohl

Moved: Moore
Seconded: Kohl

Moved: Moore
Seconded: Kohl

Moved: Moore
Seconded: Kohl
Adopted

#12T-006 Banking Arrangements for the Town of Penfield for 2012
by Moore

BE IT RESOLVED, that the various accounts and other banking arrangements as listed below be continued:

CHECKING ACCOUNTS

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Account Number</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Consolidated Account (including amounts for other funds)</td>
<td>#9840346283</td>
<td>M&amp;T Bank</td>
</tr>
<tr>
<td>Trust and Agency Account</td>
<td>#9840346291</td>
<td>M&amp;T Bank</td>
</tr>
<tr>
<td>Debt Service Fund &amp; Capital Account</td>
<td>#9840346275</td>
<td>M&amp;T Bank</td>
</tr>
<tr>
<td>Town Clerk Account</td>
<td>#9840346267</td>
<td>M&amp;T Bank</td>
</tr>
<tr>
<td>Town Clerk Account #2</td>
<td>#9840346259</td>
<td>M&amp;T Bank</td>
</tr>
<tr>
<td>Receiver of Taxes Account</td>
<td>#9848617263</td>
<td>M&amp;T Bank</td>
</tr>
</tbody>
</table>

SAVINGS ACCOUNTS

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Account Number</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.F. Hagreen Bequest</td>
<td>#15004211816804</td>
<td>M&amp;T Bank</td>
</tr>
<tr>
<td>Town of Penfield Money Market</td>
<td>#15004211816812</td>
<td>M&amp;T Bank</td>
</tr>
<tr>
<td>Town of Penfield Money Market</td>
<td>#777694824</td>
<td>JP Morgan/Chase</td>
</tr>
<tr>
<td>Town of Penfield Money Market</td>
<td>#587659947</td>
<td>HSBC</td>
</tr>
</tbody>
</table>

Moved: Moore
Seconded: Kohl

Vote: Kohl Aye LaFountain Aye Metzler Aye Moore Aye Quinn Aye

Adopted

#12T-007 Appointment to Zoning Board of Appeals
by Moore

BE IT RESOLVED, that Michael Belgiorno, 11 Mountain Road, Penfield, be appointed to the Zoning Board of Appeals for a three (3) year term expiring December 31, 2014, at an annual salary as established by the Town Board.

Moved: Moore
Seconded: Kohl

Vote: Kohl Aye LaFountain Aye Metzler Aye Moore Aye Quinn Aye

Adopted

#12T-008 Appointment of Chair – Zoning Board of Appeals
by Moore

BE IT RESOLVED, that Daniel DeLaus, 105 Guygrace Lane, Penfield, NY, be appointed Chair of the Zoning Board of Appeals, for the year 2012 at an annual salary as established by the Town Board.

(Resolution #12T-008 – Continued)

Moved: Moore
Seconded: Kohl

Vote: Kohl Aye LaFountain Aye Metzler Aye Moore Aye Quinn Aye

Adopted
Penfield Town Board, January 4, 2012

Adopted

#12T-009  Appointments to the Planning Board by Moore

BE IT RESOLVED, that Allyn Hetzke, Jr., 14 Silver Fox Drive, Penfield and Terence Tydings, 11 Scarborough Park, Penfield, be appointed to the Penfield Planning Board, for a three (3) year term expiring December 31, 2014 at an annual salary as established by the Town Board.

Moved: Moore  
Seconded: Kohl

Vote: Kohl Aye  
       Metzler Aye  
       Quinn Aye

Adopted

#12T-010  Appointment of Chair to the Planning Board by Moore

BE IT RESOLVED, that Arsen Markarian, 7 Mapleview Circle, Penfield, be appointed Chair of the Planning Board for the year 2012, at an annual salary as established by the Town Board.

Moved: Moore  
Seconded: Kohl

Vote: Kohl Aye  
       Metzler Aye  
       Quinn Aye

Adopted

#12T-011  Town Membership in Various Organizations in 2012 by Moore

BE IT RESOLVED, that the following memberships for the Town of Penfield are hereby authorized for 2012 at the current annual dues:

2. American Association for State & Local History
3. American Planning Association
4. American Public Works Association
5. American Society of Civil Engineers
6. Association of Public Historians of New York State
7. Association of Watershed and Stormwater Professionals
8. Cooperative Extension of Monroe County
9. Electrical Association of Rochester, Inc.
10. Finger Lakes Building Officials Association
11. Genesee Valley Parks and Recreation Society
12. Institute Management of Accountants
13. International Association of Assessing Officers (IAAO)
15. Landmark Society of Western New York
16. Monroe County Assessors Association
17. Monroe County Association of Town Clerks, Tax Receivers and Collectors
18. Monroe County Association of Town Superintendents of Highways
19. Monroe County Court Clerks Association
20. Monroe County Fire Marshals and Inspectors Association
21. Monroe County Historians Association

(Resolution #12T-011 - Continued)

22. Monroe County Magistrates Association
23. Monroe County Supervisors Association
24. Monroe County Town Finance Association
25. National Animal Control Association
26. National Association of Telecommunications Officers and Advisors
27. National Government Finance Association
28. National Public Employees Labor Relations Association
29. National Recreation and Parks Association
30. National Trust for Historic Preservation
31. New York Conservation Officers Association
32. New York State Assessors Association (NYSAA)
33. New York State Association of Tax Receivers and Collectors
34. New York State Association of Town Highway Superintendents
35. New York State Association of Towns
36. New York State Building Officials Conference
37. New York State Court Clerks Association
38. New York State Fire Marshals and Inspectors Association
39. New York State Historical Association
40. New York State Institute of Assessing Officers (IAO)
41. New York State Magistrates Association
42. New York State Recreation and Park Society
43. New York State Public Employees Labor Relation Association
44. New York State Town Clerks Association
45. New York State Turf Grass Association
46. New York Parks and Trails
47. New York State Wildlife Management Association
48. NYS Floodplain & Stormwater Managers Association
49. NYS Government Finance Officers Association
50. Penfield Business Association
51. Penfield Chamber of Commerce
52. Professional Grounds Management Society
53. Seaway Trail, Inc.
54. Society of Broadcast Engineers (SBE)
55. Urban Land Institute
56. Western New York Association of Historical Agencies
57. Youth Services Quality Council of Rochester & Monroe County

Moved: Moore
Seconded: Kohl

Vote: Kohl Aye LaFountain Aye
      Metzler Aye Moore Aye
      Quinn Aye

Adopted

#12T-012  Designation of Official Newspaper for 2012 by Moore

BE IT RESOLVED, that the Penfield Post be designated as the official newspaper for the Town of Penfield for publication of Notices, Resolutions, Local Laws and Ordinances.

Moved: Moore
Seconded: Kohl

Vote: Kohl Aye LaFountain Aye
      Metzler Aye Moore Aye
      Quinn Aye

Adopted

#12T-013  Setting Rate for Reimbursement of Mileage by Moore

BE IT RESOLVED, that pursuant to Town Board Resolution #288 of May 1, 1978, which sets a policy regarding reimbursement to Town officials and employees who travel by private vehicle on Town business, that the rate of reimbursement for 2012 be $.55 per mile, which is consistent with current Internal Revenue Service guidelines, with tolls and parking in addition to mileage allowance.

BE IT FURTHER RESOLVED, mileage will only be reimbursed in instances where a Town vehicle is not available and with pre-approval of the Town Supervisor.
Moved: Moore
Seconded: Kohl

Adopted

#12T-014 Filing Annual Financial Report by Moore

WHEREAS, Town Law requires that the Supervisor file an annual financial report within sixty days after expiration of each fiscal year with the Town Clerk, and

WHEREAS, the Town Board is required to dispense with such filing,

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor is hereby empowered to file the Annual Financial Report for 2011 with the State Comptroller on or before March 1, 2012, with a copy for the Town Clerk, and

BE IT FURTHER RESOLVED, that within ten days following the submission of such report, the Town Clerk shall publish notice that the Annual Report is available for inspection in her office.

Moved: Moore
Seconded: Kohl

Adopted

#12T-015 Appointments to Ethics Board by Moore

WHEREAS, Town of Penfield Local Law #1 of 1970 provides for the establishment of an Ethics Board to perform duties as defined in this Local Law,

NOW, BE IT RESOLVED, that the following be appointed to the Ethics Board with a term expiring December 31, 2012:

Anna Bundschuh, 40 Cobbles Drive, Penfield, NY
Richard Horwitz, 300 Panorama Trail, Penfield, NY
James Peters, 39 Bella Drive, Penfield, NY

Moved: Moore
Seconded: Kohl

Adopted

#12T-016 Authorization for Contract with Counsel to Town Attorney

By Moore

WHEREAS, the Town desires to continue with the law office of McConville, Considine, Cooman & Morin (Joseph A. Platania, Esq. of Counsel) as Counsel to the Town Attorney and to pay his office a retainer for the duties specified and to pay an additional hourly fee for representing the Town in actions against various Town Boards, Officials and Employees,

NOW, BE IT RESOLVED, that the Supervisor is authorized to sign a contract with Mr. Joseph A. Platania for 2012 under the following conditions:

Moved: Moore
Seconded: Kohl

Adopted
1. To be covered by a retainer to be paid in equal monthly installments:
   a. Attend Planning Board and Zoning Board of Appeals meetings.
   b. Prepare/assist in preparation of Resolutions of the Planning Board and Zoning Board of Appeals.
   c. Handle first three (3) hours of all court actions assigned by the Town Attorney.
   d. Assist at the request of the Town Attorney in ordinance and local law preparation and review.
   e. Render legal advice to the Planning Board, Zoning Board of Appeals, Historical Preservation Board and Conservation Board.
   f. Assume all duties of the Town Attorney in his absence.

2. Additional work maybe assigned by the Town Board and/or the Town Attorney and will be paid per hour after the first three (3) hours of any case. Cases may include tax certiorari, civil service, labor, Article 78/Declaratory Judgement and all court action against Town Boards and Employees.

Moved: Moore
Seconded: Kohl

Vote: Kohl Aye LaFountain Aye Metzler Aye Moore Aye Quinn Aye

Adopted

#12T-017 Continuation of Petty Cash Funds by Moore

BE IT RESOLVED, that the following petty cash funds are authorized in 2012 as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Supervisor</td>
<td>$200.00</td>
</tr>
<tr>
<td>Recreation Department</td>
<td>$250.00</td>
</tr>
<tr>
<td>Director of Public Works</td>
<td>$200.00</td>
</tr>
<tr>
<td>Town Clerk and Receiver of Taxes</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

AND, BE IT FURTHER RESOLVED, that the policy established by the Town Board Resolution #66 of February 4, 1980 and last revised April 23, 2003 continues to apply and all persons affected should have a copy of that policy so they may be familiar with it to insure compliance.

Moved: Moore
Seconded: Kohl

Vote: Kohl Aye LaFountain Aye Metzler Aye Moore Aye Quinn Aye

Adopted

#12T-018 Setting 2012 Salary for Chairs and Members of the Planning, Zoning, Conservation and Historic Preservation Boards by Moore

BE IT RESOLVED, that the following annual salaries to be paid in twelve (12) equal monthly installments be in force for 2012:

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair, Planning Board</td>
<td>$3,439</td>
</tr>
<tr>
<td>Member, Planning Board</td>
<td>2,544</td>
</tr>
<tr>
<td>Chair, Zoning Board</td>
<td>2,913</td>
</tr>
<tr>
<td>Member, Zoning Board</td>
<td>2,018</td>
</tr>
</tbody>
</table>
WHEREAS, the Penfield Town Board adopted an Employee Handbook on January 3, 1989 and the Board is committed to keeping this information up to date,

NOW, THEREFORE, BE IT RESOLVED, that the following revisions, additions and deletions on file with the Town Clerk are approved for inclusion in the Employee Handbook effective January 1, 2012.

ADDITIONS:

1. Employment Policies and Practices
   M. Drug and Alcohol Use Policy
   Page 1-7, New Paragraph

Drug and Alcohol Testing

Pre-employment Testing - As a condition of employment, full-time, part-time, seasonal recreation/security/crossing guard applicants, including all applicants holding a CDL will be required to pass a pre-employment drug and alcohol screening test, only after an offer of employment has been made and before an applicant begins their job duties.

Random Testing - The United States Department of Transportation (DOT) has issued regulations pursuant to the Omnibus Transportation Employee Testing Act of 1991 ("Act" or "OTETA") governing the use of drugs and alcohol by persons holding commercial drivers licenses (CDLs). These regulations require the town to conduct mandatory drug and alcohol testing of all drivers who operate commercial motor vehicles. The requirements of the DOT regulations are hereby incorporated into the Employee Handbook, Drug and Alcohol testing policy for employees with CDL licenses.

Reasonable Suspicion Testing - Reasonable suspicion is suspicion that requires further investigation based on some factual foundation. For example, when the physical appearance and behavior of an employee suggest drug or alcohol use or possession of drugs/alcohol, or there are other indications that the Town substance-abuse policy was violated. These may include alcohol on the breath, unusually slurred speech, lapses in performance, inability to respond to questions and physical symptoms of alcohol or drug influence.

Post-accident Testing - The Town is required to test for alcohol or controlled substances, according to Federal regulations and procedure. Testing will take place for occurrences involving a Town employee operating a Town commercial motor vehicle, performing safety-sensitive functions with respect to the vehicle, on a public road.
The Town has established a forty (40) hour work week, based upon four (4) ten (10) hour days. Scheduled hours or days may vary amongst each department or within a department for those employees required to work a four (4) day work week. Scheduling of hours or days is based on the need of each department with the approval of the Town Supervisor.

G. Sick Leave

One-half day sick accruals may be earned. Time accrued will be pro-rated, based on the number of working days in that calendar month. Employee must work at least one-half of the scheduled work days in the same calendar month in order to earn a half day of sick leave credits.

IV. Benefits and Family Protection

F. Hospital Surgical and Medical Benefits

Employees or their spouse that elect not to retain medical coverage, at the time of retirement, will not be eligible in the future to participate in the Town’s medical plan(s).

G. Dental Benefits

The Town Dental Plan, administered by Health Economics covers dependents as follows:

- Spouse
- Unmarried children, stepchildren and legally adopted children, and children who have been placed under employee guardianship, under 19 years of age who reside with and are dependent on employee for support. (claimed on federal tax return) OR:
- Unmarried children, stepchildren and legally adopted children, and children who have been placed under employee guardianship who are under age 23 and full-time students and are dependent on employee for support. (claimed on federal tax return) OR:
- Unmarried children will continue to be covered after age 19 if incapable of self sustaining employment by reason of mental or physical disability.

REVISIONS:

1. Employment Policies and Practices

E. Orientation of New Employees

All new employees full-time, part-time and seasonal (recreation seasonal, school crossing guards, and security workers) are required to take a drug and alcohol test, at the Town’s expense.

(Resolution #12T-019 - Continued)

All new full-time or regular part-time employees will be required to have a physical examination, at the Town’s expense. Included as part of the examination is a drug and alcohol screening test.

11. Hours of Employment, Attendance, Absences

B. Overtime

Page 11-1, Paragraph 1 and 4
Employees who work more than forty (40) hours per week shall be paid for that time at one and one-half (1 ½) times their regular rate, as that term is defined under the Fair Labor Standard Act.

Time not worked, with the exception of vacation, personal leave, compensatory time and Holidays shall not be counted as time worked in the calculation of over-time.

M. Death in the Family
Page 11-7, Paragraph 1 and 2, revised

Full-time or regular part-time employees who have served over six (6) months employed may be granted three (3) working days with pay, on account of a death in the employee’s immediate family, upon satisfactory evidence of such. The immediate family shall include the employee’s father, mother, grandparent, brother, sister, spouse, child natural, adopted, or step, grandchild, father/mother-in-law, or son/daughter-in-law, and same gender partner – legally married in the State of N.Y.

In the case of other close relatives of the employee, time up to one day may be taken with pay upon satisfactory evidence of such, and the approval of the Department Head and the Town Supervisor: aunt, uncle, niece, nephew or step mother/father, step brother/sister who permanently resided in the employee’s household and who was raised with the employee.

W. Compensatory Time
Page 11-11, Paragraph 1, first bullet, revised

- Compensatory time banked and taken is tracked by each individual department.
  Use of any required paper forms for tracking purpose is to be submitted to the payroll department according to procedure.

111. Compensation

E. Promotional Step
Page 2. Paragraph 1

When a promotion results in a Grade change (i.e. Grade 3 to Grade 2), an employee will receive a promotional increase of one full-step, effective the first of the month following the first of the month in which the promotion is effective. All employees promoted from one classification to another will be required to serve a one (1) year probationary period, during which period; the employee may be assigned back to the lower classification, without recourse.

IV. Benefits and Family Protection

C. Workers Compensation
Page 1V-2, Paragraphs 3 and 4 - Revised

The Town will pay the employee a full week’s salary (based on scheduled hours worked/week) following the date of the injury. The employees’ sick bank will be charged for any loss of time/disability that does not exceed seven calendar days. The employee must have a statement of disability and the required documentation completed and signed by the attending physician submitted to the Personnel/Payroll Department on or before the seventh day following the disability in order to be paid. (Resolution #12T-019 – Continued)

Wages will continue and paid by the insurance carrier for lost time/disability that exceed seven (7) calendar days. For lost time exceeding fifteen (15) days, lost wages are retroactive for the first week. The amount wages compensation that the injured employee can receive for their Workers’ Compensation claim is based on their previous annual earnings. (earnings proceeding 52 weeks prior to the date of injury) The amount of the weekly or biweekly Workers’ Compensation benefit check the employee will receive is two-thirds of their gross average weekly earnings at the level of temporary disability, not to
exceed the maximum allowance set by the State of New York. These earnings are non-taxable income.

G. Hospital Surgical and Medical Benefits
Page IV-3, Paragraph 1 thru 4, 18, 19, 22 and 25 – Revised

Paragraph 1-4

The Town provides a High Deductible Health Plan (HDHP) for all regular eligible full-time employees. Plans available: Single, Two Person (husband/wife, employee/child, same gender – legally married in the State of New York), Family (husband/wife and dependent(s), husband or wife with more than one dependent, same gender marriage with dependents). As part of the HDHP the Town will provide a Health Savings Account (HSA) used in conjunction with a HDHP. The HSA will be administered according to established State/Federal and Town guidelines.

On the anniversary plan date, January 1st, the Town will make contributions each year to your Health Savings Account (HSA). The Health Savings Account is a tax advantage savings plan to cover medical expenses. The balance of unused dollars in the HSA rolls over to the following years. Those dollars continue to earn interest and continue to be available for qualified medical expenses year after year.

Health Savings Account contributions will be prorated for new eligible full-time employees or eligible employees that enroll in the HDHP plan due to a qualifying event that occurred after the anniversary plan date of January 1st.

The Town will contribute seventy-five percent (75%) toward a family, two-person or single premium, of the base health insurance plan selected by the Town for all eligible full-time employees. Employees will be responsible for twenty-five percent (25%) of the base health insurance plan(s) selected by the Town. The employee’s contribution shall be deducted through payroll deduction. An employee that participates in another health care plan, if provided, with a higher premium will be responsible to pay the difference.

Upon application employees are required to continue on the health plan (HDHP) or (HMO) until the anniversary plan date of January 1st. On the annual anniversary date of the plan, employees have the option to revert back to single coverage, apply for family coverage or terminate from the plan. A change request form must be completed and submitted to the Personnel Department one month prior to the anniversary date of the plan.

The Town will provide for eligible active employees age 65 or older, including spouse/dependents, a Health Maintenance Organization (HMO) plan or any other health insurance coverage established by the Town through any provider it chooses or through self-insurance.

Employees are responsible for notifying the Personnel Office of any status changes or “Qualifying Event.” It is the responsibility of the employee to complete and submit to the Personnel Office a change request form or enrollment form, within 30 days for a qualifying event. Notification is immediately required to avoid any lapses in coverage, adjustments, and to comply with the 30 day time period allotted by the insurance carrier. Your benefit plan will also need to be adjusted accordingly to ensure the correct premiums are remitted. Change request forms or enrollment forms are available in the Personnel Office.

(Resolution #12T-019 – Continued)

Eligible full-time employees hired prior to January 1, 2012, for medical/retirement purposes, to qualify for paid medical coverage the participant must have a minimum of ten (10) years of continuous regular full time service, immediately preceding the employee’s date of
retirement, and must be at least age 55, have applied for and received pension benefits under the NYS Retirement System or Social Security. Employees with ten (10) years of continuous full-time service with the Town of Penfield will pay fifty percent (50%) of the base health insurance plan(s) selected by the Town for medical coverage. This will be prorated up to twenty (20) years, at which time the Town will pay seventy-five percent (75%) of the base premium, which is the maximum contribution that the Town will cover.

Eligible full-time employees hired on or after January 1, 2012, for medical/retirement purposes, to qualify for paid medical coverage the participant must have a minimum of twenty (20) years of continuous regular full-time service, immediately preceding the employee’s date of retirement, must be at least age 55, have applied for and received pension benefits under the NYS Retirement System or Social Security. Employees with twenty (20) years of continuous full-time service with the Town of Penfield will pay fifty percent (50%) of the base premium, which is the maximum contribution that the Town will cover.

Eligible retirees shall retain their current medical coverage until age sixty-five (65). Upon reaching age 65 retirees will be required to participate in a senior health plan provided by the Town. The Town and retiree will be responsible to continue to pay the same contribution percentage toward the senior health plan, based on the date of hire and length of service.

All Eligible retirees will be required to contribute a minimum of 25% of the base health insurance medical plan premium.

Paragraph 25, Eligibility Criteria – 2

- Age 29 or younger

H. New York State Deferred Compensation

The New York State Deferred Compensation Plan is a tax-advantaged voluntary retirement savings program, created by federal and state law, which permits government employees to defer up to 100% of compensation after any required salary deductions (such as retirement system contributions, social security and Medicare taxes, health plan premiums, union dues, etc.) but not more than the set allowance of the given year. Employees may choose to make pre-tax contributions, or after-tax Roth contributions, or a combination of both.

As a Plan Sponsor, the Town of Penfield is responsible only for remitting contributions on behalf of the employees.

M. Clothing Allowance

In effort to promote employee safety, visibility, and Town identification the Town shall provide the following group of employees with clothing according to the following categories and specifications, excluding clerical staff. Work clothing which is funded by the Town and purchased by the employee shall be consistent with these goals.

(Resolution #12T-019 – Continued)

Employees within the Parks and Facilities and Sewer Department are annually given $200.00 to spend on needed clothing items at local work clothing vendors. Also $50.00 is given towards shirts and sweatshirts which identify the Town.

Moved: Moore
Seconded: Kohl

Vote: Kohl Aye LaFountain Aye
Penfield Town Board, January 4, 2012

Adopted

#12T-020  Monthly Reports to Town Board by Moore

BE IT RESOLVED, that all Department Heads, including the Town Attorney, shall submit a written monthly report to the Town Board by the 10th of each following month. Reports should summarize progress in accomplishing approved priorities and goals and identify areas that may warrant special attention by the Town Board. Reports should also include a brief summary of major activities.

Moved: Moore
Seconded: Kohl

Vote: Kohl Aye  LaFountain Aye
Metzler Aye  Moore Aye
Quinn Aye

Adopted

#12T-021  Appointment of Deputy Receiver of Taxes by Moore

WHEREAS, the Town of Penfield wishes to appoint M & T Bank, 255 East Avenue, 3rd Floor, Rochester, NY 14604 as Deputy Receiver of Taxes for the Town of Penfield.

NOW, THEREFORE, BE IT RESOLVED, that this Resolution appoints M & T Bank Deputy Receiver of Taxes effective January 5, 2012.

Moved: Moore
Seconded: Kohl

Vote: Kohl Aye  LaFountain Aye
Metzler Aye  Moore Aye
Quinn Aye

Adopted

#12T-022  Setting Regular Employee Holidays for 2012 by Moore

BE IT RESOLVED, that the following dates are to be observed as holidays in 2012 for regular employees in accordance with the policy on holidays as written in the Employee's Handbook.

Monday, January 2, 2012  New Year's Day
Monday, January 16, 2012  Martin Luther King, Jr. Day
Monday, February 20, 2012  President's Day
Friday, April 6, 2012  Good Friday
Monday, May 28, 2012  Memorial Day
Wednesday, July 4, 2012  Independence Day
Monday, September 3, 2012  Labor Day
Monday, October 8, 2012  Columbus Day
Monday, November 12, 2012  Veteran's Day
Thursday, November 22, 2012  Thanksgiving Day
Friday, November 23, 2012  Thanksgiving Floater
Tuesday, December 25, 2012  Christmas Day Holiday

(Resolution #12T-022 - Continued)

BE IT FURTHER RESOLVED, that the extra floating holiday will be observed on Monday, December 24, 2012.

Moved: Moore
Seconded: Kohl

Vote: Kohl Aye  LaFountain Aye
Metzler Aye  Moore Aye
Quinn Aye
Adopted

#12T-023 Setting Labor/Operative Holidays for 2012 by Moore

BE IT RESOLVED, that the following dates are to be observed as holidays in 2012 for labor/operative in accordance with the policy on holidays as written in the Employee's Handbook.

- Monday, January 2, 2012  New Year's Day
- Monday, January 16, 2012  Martin Luther King, Jr. Day
- Monday, February 20, 2012  President's Day
- Monday, May 28, 2012  Memorial Day
- Wednesday, July 4, 2012  Independence Day
- Monday, September 3, 2012  Labor Day
- Monday, October 8, 2012  Columbus Day
- Monday, November 12, 2012  Veteran's Day
- Thursday, November 22, 2012 Thanksgiving Day
- Tuesday, December 25, 2012 Christmas Day Holiday

Moved: Moore  Seconded: Kohl

Vote: Kohl Aye  LaFountain Aye
      Metzler Aye  Moore Aye
      Quinn Aye

Adopted

Public Works

#12T-024 Naming of Landscape Consultant to the Town of Penfield by Metzler

BE IT RESOLVED, that Bruce Zaretsky & Associates, 1965 Watson Hulburt Road, Penfield, NY 14502 be named Landscape Consultant for the Town of Penfield, and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to sign a contract with Bruce Zaretsky & Associates, as outlined in a letter, filed with the Town Clerk. This letter includes a schedule of fees for various services provided by Bruce Zaretsky & Associates, as Landscape Consultant to the Town of Penfield for 2012, and

BE IT FURTHER RESOLVED, that the Town Board reserves the option to assign specific projects to internal staff and to other qualified landscape architectural firms in addition to Bruce Zaretsky & Associates as necessary to represent the Town. Such other qualified firms will be compensated for the business referred to them during 2012 at an agreed upon fee depending on the nature of the services performed.

Moved: Metzler  Seconded: Moore

Vote: Kohl Aye  LaFountain Aye
      Metzler Aye  Moore Aye
      Quinn Aye

Adopted

#12T-025 Naming of Architectural Consultant to the Town of Penfield by Metzler

BE IT RESOLVED, that Plan Architectural Studio, P.C. High Falls Building, Suite 102, 4 Commercial Street, Rochester, NY 14614 be named an Architectural Consultant for the Town of Penfield, and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to sign a contract with Plan Architectural Studio, PC, as outlined in their letter, on file with the Town Clerk, which includes a schedule of fees
for various services provided by Plan Architectural Studio, PC, as an Architectural Consultant to the Town of Penfield for 2012, and

BE IT FURTHER RESOLVED, that the Town Board reserves the option to assign specific projects to internal staff and to other qualified architectural firms in addition to Plan Architectural Studio, P.C. as necessary to represent the Town. Such other qualified firms will be compensated for the business referred to them during 2012 at an agreed upon fee depending on the nature of the services performed.

Moved: Metzler
Seconded: Moore

Vote: Kohl Aye LaFountain Aye
      Metzler Aye Moore Aye
      Quinn Aye

Adopted

#12T-026 Naming of a Planning Consultant to the Town of Penfield By Metzler

BE IT RESOLVED, that Douglas Fox, 560 Plank Road, Webster, NY 14580, d.b.a. Fox Planning Services, be named as Planning Consultant for the Town of Penfield, and

BE IT FURTHER RESOLVED, that the Supervisor is authorized to sign a contract with Fox Planning as outlined in their letter on file with the Town Clerk, which includes a schedule of fees for various services provided by Consultant to the Town of Penfield for 2012.

Moved: Metzler
Seconded: Moore

Vote: Kohl Aye LaFountain Aye
      Metzler Aye Moore Aye
      Quinn Aye

Adopted

#12T-027 Setting Sewer Entrance Fees of 2012 by Metzler

WHEREAS, the Town Board established a Sewer Entrance Fee schedule for the Town of Penfield by adoption of Resolution #184 of 1979, and

WHEREAS, the Town of Penfield will collect a portion of these Sewer Entrance Fees for Monroe County Pure Waters, and

WHEREAS, these Sewer Entrance Fees shall be used to offset administrative expenses incurred through setting up new sewer accounts,

NOW, THEREFORE, BE IT RESOLVED, that the current Sewer Entrance Fee rate of $500 for residential properties and $600 for commercial properties will be extended through 2012, and

BE IT FURTHER RESOLVED, that the Town will remit $250 for each residential property and $350 for each commercial property to Monroe County Pure Waters.

(Resolution #12T-027 – Continued)

Moved: Metzler
Seconded: Moore

Vote: Kohl Aye LaFountain Aye
      Metzler Aye Moore Aye
      Quinn Aye

Adopted
#12T-028  Sewer Rental and Debt Service Rates for 2012 by Metzler

WHEREAS, the "Sewer Rent Ordinance" in Section 22-4 of the Town Ordinance states that the Town Board shall annually establish Sewer Rental rates based on the annual Sewer Department Operation and Maintenance Budget as adopted, and

WHEREAS, the Town Board is also charged with setting the annual Debt Service rate for the Penfield Consolidated Sanitary Sewer District, based on the annual Debt Service budget as adopted,

NOW, THEREFORE, BE IT RESOLVED, that based on the Sewer Department Operation and Maintenance Budget adopted on 10/19/11 the Town Board established a 2012 Sewer Rental rate of $39.50/sewer unit, and

BE IT FURTHER RESOLVED, that based on the Consolidated Sewer District Debt Service Budget adopted on 10/19/11, the Town Board established a 2012 Debt Service rate of $68.64/sewer unit.

Moved: Metzler  
Seconded: Moore

Vote:  
Kohl  Aye  LaFountain  Aye
Metzler  Aye  Moore  Aye
Quinn  Aye

Adopted

#12T-029  Appointments to Energy & Environmental Advisory Committee by Metzler

BE IT RESOLVED, that the following be appointed to the Penfield Energy and Environmental Advisory Committee for term ending on December 31, 2012

Chairman: Supervisor LaFountain

Members:  
Cynette Cavaliere, 5 Split Rail Run, Penfield  
Bob Haak, Jr., 91 Timberbrook Drive, Penfield  
Robyn Miller, PO Box 25238, Penfield  
Susan Foor, 1740 Salt Road, Penfield  
Robert Brumbaugh, 1565 Jackson Road, Penfield  
Pietro Furgiuele, 1045 Whalen Road, Penfield  
Robert Kanauer, Jr., 1710 Sweets Corners Rd, Penfield  
Ann McCarthy, Harris Road, Penfield  
Stacey Decker, 14 Surrey Place, Penfield

Town of Penfield Staff:  
Phyllis Ely, Public Relations  
Sabrina Renner, Recreation Dept.  
Mark Valentine, Asst. Engineer

Moved: Metzler  
Seconded: Moore

(Resolution #12T-029 - Continued)

Vote:  
Kohl  Aye  LaFountain  Aye
Metzler  Aye  Moore  Aye
Quinn  Aye

Adopted

#12T-030  Appointments to the Watershed Management Committee by Metzler
WHEREAS, the Town of Penfield has established a Watershed Management Committee to identify maintenance needs and erosion issues for its network of open watercourses, and

NOW, THEREFORE, BE IT RESOLVED, that the following persons be appointed to this committee for a term expiring December 31, 2012:

Geoffrey Benway, Chair  
Edward Freeman  
Michael Guyon  
Dick Vendel  
Terry Rothfuss  
Sue Kreiser  
Tom Robinson  
Dennis Sanzotta  
Town of Penfield Engineer  
125 Sawmill Drive  
126 Penfield Crescent  
1339 Salt Road  
1865 Salt Road  
15 Canyon Trail  
45 Woodcrest Drive  
Town of Penfield Highway Dept.

Moved: Metzler  
Seconded: Moore

Vote:  
Kohl  Aye  
Metzler  Aye  
LaFountain  Aye  
Quinn  Aye

Adopted

#12T-031  Appointments to the Conservation Board by Metzler

BE IT RESOLVED, that Robert Brumbaugh, 1565 Jackson Road, Penfield; Robert Kanauer, 1710 Sweets Corners Road, Penfield, be appointed to the Conservation Board for a two (2) year term expiring December 31, 2013 at annual salary as established by the Town Board.

Moved: Metzler  
Seconded: Moore

Vote:  
Kohl  Aye  
Metzler  Aye  
LaFountain  Aye  
Quinn  Aye

Adopted

#12T-032  Appointment of Chair – Conservation Board by Metzler

BE IT RESOLVED, that James Almstead, 44 Flower Valley Circle, Penfield, NY, be appointed Chair of the Penfield Conservation Board for a term of one (1) year expiring December 31, 2012, at an annual salary as established by the Town Board.

Moved: Metzler  
Seconded: Moore

Vote:  
Kohl  Aye  
Metzler  Aye  
LaFountain  Aye  
Quinn  Aye

Adopted

#12T-033  Appointment to Historic Preservation Board by Metzler

BE IT RESOLVED, that Beverly Barr Vaughan, 21 Highledge Drive, Penfield, be appointed to the Historic Preservation Board for a five (5) year term ending on December 31, 2016 at an annual salary as established by the Town Board.

Moved: Metzler  
Seconded: Moore
Penfield Town Board, January 4, 2012

Vote: Kohl Aye LaFountain Aye
Metzler Aye Moore Aye
Quinn Aye

Adopted

#12T-034 Appointment of Chair to Historic Preservation Board
by Metzler

BE IT RESOLVED, that George Shaw, 1700 Jackson Road, Penfield, New York 14526 be appointed Chair of the Historic Preservation Board for the year 2012 at an annual salary as established by the Town Board.

Moved: Metzler
Seconded: Moore

Vote: Kohl Aye LaFountain Aye
Metzler Aye Moore Aye
Quinn Aye

Adopted

Public Safety

#12T-035 Appointments to the Transportation Committee by Quinn

BE IT HEREBY RESOLVED, that the following be appointed to the Penfield Transportation Committee, to be chaired by Councilman Andrew Moore, for a term to expire December 31, 2012:

Laurie Enos
16 Talbot Drive
Penfield, NY 14526

Charles W. Fox
1555 Harris Road
Penfield, NY 14526

Monroe County Sheriff’s Dept.
789 Linden Avenue
Rochester, NY 14625

Town of Penfield Engineering Department
Jim Fletcher
Geoff Benway
3100 Atlantic Avenue
Penfield, NY 14526

Town of Penfield Highway Department
Al Marrale
1607 Jackson Road
Penfield, NY 14526

Dan McCusker
124 Sawmill Drive
Penfield, NY 14526

Mary Sweeney
120 Beacon Hills Drive S
Penfield, NY 14526

Town of Penfield Fire Marshal
3100 Atlantic Avenue
Penfield, NY 14526

(Resolution #12T-035 - Continued)
Penfield Town Board, January 4, 2012

Terrance Rice
Monroe County Dept of Transportation
City Place
50 W. Main Street
Rochester, NY  14614

Moved:  Quinn
Seconded:  Metzler

Vote:  Kohl  Aye   LaFountain  Aye
       Metzler  Aye   Moore  Aye
       Quinn  Aye

Adopted

#12T-036  Authorization for Temporary Assignment of Judges  by Quinn

BE IT RESOLVED, that the Town Board consents to the temporary assignment of Town of Penfield Justices to preside in other city/town/village and family courts in the Seventh Judicial District as need arises during the year 2012, and

BE IT FURTHER RESOLVED, that the Town Board approves the temporary assignment of Judges from other city/town/village and family courts in the Seventh Judicial District to the Penfield Justice Court as the need may arise during the year 2012.

Moved:  Quinn
Seconded:  Metzler

Vote: Kohl  Aye   LaFountain  Aye
       Metzler  Aye   Moore  Aye
       Quinn  Aye

Adopted

#12T-037  Court Enforcement Officer Appointments  by Quinn

WHEREAS, Town Board Resolution #148 of February 5, 1999 established the position of Town of Penfield Court Enforcement Officer (Process Server),

NOW, BE IT RESOLVED, that Sandy Macaluso, PO Box 67164, Rochester, NY 14617 and John Soldi, Jr., PO Box 288, North Greece, NY  14515 are appointed Town of Penfield Court Enforcement Officers for a term to expire December 31, 2012 at no salary and that duties and fees will be approved by the Town Board and Town Administrative Judge.

Moved:  Quinn
Seconded:  Metzler

Vote: Kohl  Aye   LaFountain  Aye
       Metzler  Aye   Moore  Aye
       Quinn  Aye

Adopted

#12T-038  Authorization to Sign Contracts with Court Stenographer  by Quinn

BE IT RESOLVED, that the Supervisor is hereby authorized to sign a contract with Edie Forbes as Court Stenographer for Bench and Jury Trials effective January 1, 2012 to December 31, 2012, unless earlier terminated by either of the parties.  Form of contract to be acceptable to Town Attorney.  Funds are appropriated in the 2012 Budget.

Moved:  Quinn
Penfield Town Board, January 4, 2012

Seconded: Metzler

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Adopted

#12T-039  Appointment of Town Veterinarian by Quinn

BE IT RESOLVED, that Animal Hospital of Pittsford, PC, 2816 Monroe Avenue, Rochester, New York 14618, be appointed Town Veterinarian for 2012 to cover emergency situations, and to be paid for services performed.

BE IT FURTHER RESOLVED, that the Town Board authorizes the Supervisor to sign an annual contract with Animal Hospital of Pittsford to provide the aforementioned services.

Moved: Quinn
Seconded: Metzler

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Adopted

#12T-040  Authorization for Supervisor to Sign Penfield Community Television Contract by Quinn

BE IT RESOLVED, that the Town Board hereby authorizes the Town Supervisor to sign the following contracts for videographer services:

- Ilya Vaynshteyn
  80 Foxbourne Road
  Penfield, NY  14526

- Mary Gilman
  149 Baxton Circle
  Penfield, NY  14526

- Jason R. Darnieder
  1331 Marsh Road
  Pittsford, NY  14534

- Katherine Quigley
  979 Five Mile Line Road
  Webster, NY  14580

BE IT FURTHER RESOLVED, that the fee is $17.00 for each consecutive hour as determined by the Cable Coordinator and staff.

Moved: Quinn
Seconded: Metzler

(Resolution #12T-040 - Continued)

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Adopted

#12T-041  Appointment of Chairperson to the Community TV Advisory Board by Quinn
BE IT RESOLVED, that David Renner be appointed as Chair of the Community TV Advisory Board for a one (1) year term expiring December 31, 2012.

Moved: Quinn
Seconded: Metzler

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Adopted

#12T-042 Advertise for Bids to Maintain, Clean-Up and Secure Properties as required under Article IV-4-28 and Article XII-12-21 of Chapter 29 of the Town Code by Quinn

WHEREAS, the purpose of Article IV-4-28 and Article XII-12-21 of Chapter 29 of the Town Code is to prevent the gradual encroachment of blight, deterioration, unsightliness, property devaluation, the safety, health protection and general welfare of persons and property in the Town of Penfield; and

WHEREAS, the Building and Zoning Office has the need to maintain or secure properties failing to comply with the minimum requirement of Article IV-4-28 and Article XII-12-21 of Chapter 29 of the Town Code;

NOW, THEREFORE, BE IT RESOLVED, that the Building and Zoning Administrator be, and hereby is, authorized to advertise, in a manner prescribed by Law, for sealed proposals for the maintenance, clean-up and securing of properties that have failed to maintain lawn areas, exterior areas and/or properly secure doors and windows; and

BE IT FURTHER RESOLVED, that the services covered by such proposals shall be in accordance with the specifications prepared by the Building and Zoning Administrator. Sealed proposals are to be received in the office of the Town Clerk until 11:00 AM local time Friday, January 20, 2012 and there and then are to be opened by the Town Clerk.

Moved: Quinn
Seconded: Metzler

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Adopted

Community Services

#12T-043 Appointments to the Library Board by Kohl

BE IT RESOLVED, that Kim Cattat-Mayer, 7 Willowbend Drive, Penfield, NY and Mary McVicar-Keim, 38 Alberta Drive, Penfield, NY be appointed to the Penfield Library Board for a term expiring December 31, 2016.

Moved: Kohl
Seconded: Quinn

(Resolution #12T-043 - Continued)

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Adopted

#12T-044 Contract with Penfield Symphony Orchestra for Concert Services by Kohl
WHEREAS, the Town of Penfield wishes to continue with concert services with the Penfield Symphony Orchestra,

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor is authorized to sign a contract for services in 2012 for an amount not to exceed $1,000.00 with the Penfield Symphony Orchestra, Inc. as provided in the 2012 Budget.

Moved: Kohl  
Seconded: Quinn

Adopted

#12T-045 Appointment of Local History Room Advisory Committee by Kohl

BE IT RESOLVED, that the following be appointed to the Local History Room Advisory Committee for a one (1) year term expiring December 31, 2012:

Jan Braman  
1411 Sweets Corners Road  
Penfield, NY 14526

Anna Bundschuh  
40 Cobbles Drive  
Penfield, NY 14526

Don Nelson-Nasca  
1661 Sweets Corners Road  
Penfield, NY 14526

Margery Salmon  
2013 Webster Fairport Road  
Penfield, NY 14526

Jay Thompson  
149 New Wickham Drive  
Penfield, NY 14526

Carolyn Wise  
67 Skyview Lane  
Penfield, NY 14625

Moved: Kohl  
Seconded: Quinn

Adopted

#12T-046 Authorization for Supervisor to Sign Contract for Dayton’s Corners School Coordinator by Kohl

BE IT RESOLVED THAT the Town Supervisor be authorized to sign a contract with Karyn Y. Turner, 39 Westfield Commons, Penfield, NY as Coordinator of the Dayton’s Corners School from January 1, 2012 through December 31, 2012 for a fee of $2,500.00. Vouchers to be submitted monthly.

Moved: Kohl  
Seconded: Quinn
WHEREAS, on September 5, 2001, by Resolution #233, the Penfield Town Board adopted the Town of Penfield Open Space Plan, and

WHEREAS, on March 1, 2006, by Resolution #88, the Penfield Town Board adopted the Town of Penfield Open Space Plan Update, and

WHEREAS, said Plan was intended to be a "living" plan, requiring periodic updates, and

WHEREAS, on February 2, 2011, by Resolution #76, the Penfield Town Board adopted the Town of Penfield Comprehensive Plan, and

WHEREAS, said Plan recommended an update to the Open Space Plan, and

WHEREAS, in the five + years since its adoption, significant strides have been made to preserve open space in Penfield, and

WHEREAS, the Town Board has determined that an update to this plan is now warranted,

NOW, THEREFORE, BE IT RESOLVED, that the following individuals are hereby appointed to serve as members of the Town of Penfield Open Space Plan Update Committee:

Linda Kohl, 161 Highledge Drive, Penfield, (Chairperson)
James Almstead, 44 Flower Valley Circle, Penfield
James Britt, 134 Lazy Trail, Penfield
Channing Philbrick, 26 Mt. Eagle Drive, Penfield
Mark Wood, 1671 Harris Road, Penfield,

BE IT FURTHER RESOLVED, that the Committee shall be assisted by appropriate staff and resources to complete its charge of providing the Town Board with a recommendation for updating the Open Space Plan.

Moved: Kohl  
Seconded: Quinn

Public Participation

Tom Cleary, 1252 Jackson Road inquired as to whether the Town Attorney represented the Town taxpayers or the people who work for the Town?

Supervisor LaFountain stated that the Town Attorney represents the Town Board who represents the residents of Penfield.

Mr. Cleary went on to discuss the Cranberry Cove Pond which was built under Incentive Zoning. He said one of the criteria was to mitigate
Penfield Town Board, January 4, 2012

drainage with approved drawings. He believes the drawings were not followed and the ditch was not cleaned. A concrete gutter was not installed and the Department of Environmental Conservation has no record of it. He was advised that the DEC stated they were not involved in this project at that time, and that the work would have been delegated to the County and the Town. He said the water level is higher than the design levels in the pond. If the concrete gutter channel was removed, as the Town said it was, there needs to be a recalculation of the hydraulic calculations.

Supervisor LaFountain inquired as to who advised that needed to be done?

Mr. Cleary stated representatives from both Costich and MRB.

Supervisor LaFountain asked if they would follow up those comments in writing?

Mr. Cleary said he is unsure, but that should be a given. He wants the Town to fix this or he will go to the Attorney General.

Adjournment

Supervisor LaFountain adjourned the meeting at 8:07 PM.

Lisa Grosser
Deputy Town Clerk
<table>
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<tr>
<th>GRADE</th>
<th>MINIMUM</th>
<th>STEP 1</th>
<th>STEP 2</th>
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**Assistant Recreation Director**

**Building Code Compliance Inspector**

**Fire Marshal**

**Receptionist**

**Grade 3**

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**TOWN OF PENFIELD**
**Hourly Schedule**
**Grades 1-8**
**2012**

**Exhibit A**

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**Town of Penfield Non-Exempt Full Time Wage/Salary Chart**
**Grades 9-12**
**2012**

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<th>Grade</th>
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<td>$33,067</td>
<td>$34,520</td>
<td>$36,985</td>
<td>$38,441</td>
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<td>9</td>
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<td>Wiping Foreman, Sewer-Lighting Electrician, Parks/Facilities Electrician</td>
<td>Minimum: $26.84, Step: $27.35 to $32.04, Top: $33.01</td>
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<td>Skilled Laborer, Assistant Animal Control Officer</td>
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**Non-Exempt Schedule 2012**

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**Exhibit A**
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## TOWN OF PENFIELD
### NON-EXEMPT HOURLY
### OPERATIVE SCHEDULE
### GRADE S-18
### FULL/PART-TIME
### 2012

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10F2
EXHIBIT A
1/1/2012

30
Penfield Town Board, January 4, 2012
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<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
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**NON-EXEMPT**

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**OFFICE CLERK 111**

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**ACCOUNT CLERK WITH TYPING**

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**OFFICE CLERK 111**

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**SUMMER INTERN STUDENT**

**NOTE:** (Year 1/2) Years of continuous service with the Town of Penfield

Full-time seasonal student helper rate for the school year - $7.30
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<th>YEAR 4</th>
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<th>YEAR 6</th>
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